



REGIONAL PARK AND OPEN SPACE-DISTRICT Policy and Procedure Manual



Policy 7.7

Athletic Field Use

I. POLICY

The Riverside County Regional Park & Open-Space District (DISTRICT) coordinates the use and allocation of the Rancho Jurupa Regional Sports Park (Sports Park). This park is available to organizations and the general public for recreational activities and programs including, but not limited to, organized sports. The DISTRICT shall work cooperatively to coordinate facility use and ensure fair and equitable allocation to local organizations as well as the general public.

II. PURPOSE

It is the intent of the DISTRICT to provide equitable and efficient access to the Sports Park by allocating athletic field use to requesting qualified organizations on the basis of fairness and impartiality and to recover costs by collecting use fees.

III. PROCEDURE

- A. Requests to reserve the use of the DISTRICT athletic facilities, available to organizations and the general public, are made through the DISTRICT via the Recreation Coordinator.
 1. Special Event requests require separate consideration and approval. Please refer to DISTRICT Policy 6.1. A Special Event Application and Tournament Request Form are required.
- B. Each organization is required to submit the following prior to approval of field use:
 1. A *Facility Application* for all athletic facilities to the DISTRICT no later than November 15th for Spring/Summer use and no later than April 15th for Fall/Winter use. Failure to file the *Facility Application* within the specified times may result in a denial of field use.
 2. Complete team rosters including the date of birth, home address, phone number and most recent school attended of each player. This information is required to verify residency and type of user group and will be kept confidential. (Submit the appropriate final rosters/information as soon as



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available if season registration is not completed by the deadlines stated above.)

3. Certificate of insurance and endorsement. Coverage shall not expire during allocation period.
4. Waivers of Liability completed for each player listed on the roster.
 - a. Each organization is required to make every attempt to obtain waivers of liability from each player (or the youth's parent/legal guardian)
 - b. Should the organization make every attempt but find it difficult to obtain waivers of liability from each player (or the youth's parent/legal guardian), the organization will be required to complete an Indemnification Agreement assuming liability.
5. Proof of current non-profit/501(c)3 status with the State of California or proof that league falls within definition of non-profit organization as specified by the State of California (if applicable).
6. Master calendar to include:
 - a. Registration dates
 - b. Tryouts/Drafts/Skills Evaluation (date, time, place)
 - c. Date practices begin
 - d. Date league games begin
 - e. Date league games end
 - f. Dates of tournaments hosted by league
 - g. Dates of all-star practices and games
 - h. League schedule for opening and closing dates
 - i. Dates of all other organization activities which, may require assistance by DISTRICT staff or use of DISTRICT facilities
7. Organizations requesting an extension to submit the required information must do so in writing prior to the submission deadline. Request for extensions will be evaluated and approved by the Recreation Coordinator.



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8. Failure to provide the above listed required documents within the specified time frame may result in penalties as outlined within the “Penalty” section (Section J) of this policy.
- C. Priority of Use - Field use will be allocated based upon DISTRICT priorities including, but not limited to, type of use and group classification.
1. Type of Use:
 - a. Maintenance:

Scheduled and emergency maintenance will take precedence over all use. All routine maintenance will be scheduled in consideration of league play and approved use permits on file at the time of scheduling.
 - b. Game Play:

DISTRICT approved and scheduled games will take priority over all other types of league/team use.
 - c. Special Events or One-time Activities/Tournaments:

A separate permit is required for all special events, or one time activities/tournaments. These will have priority over non-game related uses.
 - d. Practice Time:

DISTRICT approved and scheduled practice times will take priority over drop-in use.
 - e. Drop-In Use:

Drop-in use or pick-up games will be permitted when no other prior DISTRICT scheduling or field rental has occurred.
 2. Group Classifications: Activities and programs shall be classified into groups for the purpose of developing scheduling priorities. A group shall be defined by its majority (80% minimum requirement) based upon participant’s age and residency. The following group classifications are based on DISTRICT priorities and will receive field scheduling priority in this order:



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- a. Group 1 (1st Priority): Any Riverside County or DISTRICT sponsored or co-sponsored event or activity.
- b. Group 2 (2nd Priority): Non-profit youth (17 years of age and under) organizations, RESIDENT schools, colleges or universities.
 - (1) RESIDENT non-profit youth sports groups of three (3) or more organized teams which meet the residency requirements as set forth in this document and are democratic in character and organized for civic, religious, or athletic purposes with membership open to the general public, including groups sponsored by government agencies, youth church groups fall under this classification.
 - (2) Proof of non-profit/501(c)3 status, proof of residency (minimum of 80%), and insurance coverage will be required prior to approval.
- c. GROUP 3 (3rd Priority): Adult RESIDENT (18 years and older) and Youth Non-Resident groups, including non-profit civic, religious, and athletic groups.
 - (1) RESIDENT organizations or adult sports teams which meet the residency requirements as set forth in this document and are democratic in character and organized for civic, religious, or athletic purposes with membership open to the general public, including groups sponsored by government agencies, youth, church, and adult sports.
 - (2) All youth non-resident groups, organizations, businesses or non-profit organizations which do not meet the 80% residency requirement.
 - (3) Proof of non-profit/501(c)3 status, proof of residency (minimum of 80%) (for Adult groups), and insurance coverage will be required prior to approval.
- d. Group 4 (4th Priority): Adult Non-Resident (18 years and older) groups, including non-profit civic, religious, and athletic groups.



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- (1) All adult non-resident groups, organizations, businesses or non-profit organizations which do not meet the 80% residency requirement.
 - (2) Proof of insurance is required prior to permit approval.
 - e. GROUP 5 (5th Priority): For-profit groups.
 - (1) For-profit groups, events or activities.
 - (2) Proof of insurance is required prior to permit approval.
 3. RESIDENT is defined as living within area codes 92509, 91752, or 92501 in Riverside County.
 - D. Closures:
 1. Fields may be closed at the discretion of the DISTRICT. Closures shall be kept to a minimum when fields remain in a playable and safe condition.
 2. There will be no use of DISTRICT natural turf fields when facilities are unplayable due to rain; the day of and the day after a substantial downpour.
 3. The assessment of field conditions and decision for use will be made by the Recreation Coordinator, or designee.
 4. Any user failing to comply with DISTRICT field use decisions and closures is subject to incur additional fees associated with damages to the facility and/or termination of use permit(s).
 - a. Repair costs are based on actual expenses and normal DISTRICT overhead.
 5. Procedures for notification of closure:
 - a. DISTRICT staff shall contact the permitted user via the preferred contact method as listed on the application (home, business or cell phone, text message, and/or email.) In addition, a recording shall be available on the Sports Park Hotline, the Sports Park web page, and social media pages, including Facebook and Twitter.



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- E. Field Maintenance - In an effort to maintain the athletic fields at the highest level possible, the DISTRICT has instituted an annual “Maintenance Renovation Schedule.” In addition, the DISTRICT will implement closure schedules for maintenance/recovery of field space on an annual basis. The actual closure times of DISTRICT facilities will be coordinated by DISTRICT maintenance staff with the affected user groups.

In addition to maintenance performed by the DISTRICT, user groups shall contribute to maintenance of the facility by adhering to the following:

1. Preparation, lining of fields, marking of fields and installation of goal posts shall be performed by the permitted user group.
2. Each permitted user is responsible for the facility being free of trash or debris caused by usage upon the conclusion of facility use.
3. Users are to report any damage or acts of vandalism to the Recreation Coordinator immediately or call Riverside County Sheriff’s department at (951) 455-2400 or 911 if an immediate threat of life or safety exists.

- F. Concessions/Snack Bar Use

1. Concessions/Snack Bar area may only be operated by individuals or groups approved through the DISTRICT contract process.
2. A contract agreement will be entered into with a percentage of profits and/or lease payment option to the DISTRICT to cover utility and maintenance costs.
3. During Tournaments or Special Events, a Vendor Permit to sell items outside of the concession/snack bar facility is required.

- G. Use Fees

Use fees for Athletic Fields and related spaces are included in the Use Fee Resolution approved by the Riverside County Board of Directors. Fees for the Sports Park have been developed in accordance with the DISTRICT’s Cost Recovery Policy.



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H. Insurance

1. Without limiting its indemnification of the DISTRICT, the applicant shall obtain, provide and maintain at its own expense during the term of use agreements, a policy or policies of liability insurance of the type and amounts described below and satisfactory to the Risk Manager. Workers' Compensation insurance with statutory limits and employers' liability insurance with limits not less than the statutory limits required by state law per accident is required at any times during the term of the use agreement during which the organization may retain employees. Insurance shall be in place for all liability arising from the permit, applicant's use of athletic fields, parks or facilities and shall be primary to any insurance held by the DISTRICT.
 - a. The DISTRICT requires facility users to provide General Liability Insurance in an amount no less than \$1,000,000 per occurrence. The coverage shall include bodily injury, personal injury, and property damage. An Additional Insured Endorsement from the user group naming the "County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, employees, elected officials, agents or representatives; Regional Park and Open-Space District, 4600 Crestmore Road, Riverside, CA. 92509. ATTN: Regional Park and Open-Space District", as additional covered party must accompany the evidence of General Liability Insurance.
 - b. User agrees that it will indemnify and hold harmless the DISTRICT and its elected officials, officers, agents and employees free and harmless from all claims for damage to persons or property for reason of user's acts or those of user's employees, agents, guests or invitees in connection with User's use and occupancy of the Athletic Field & Park facilities. Thirty days prior to allocation; Proof



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- of Insurance must be submitted and the policy should include/cover the whole season.
- c. Further, the DISTRICT where appropriate, their elected officials, officers, agents or employees thereof, shall be designated as additional insured under any such policy.
 - d. Any such policy must include the requirement of a thirty-day (30) written cancellation notice to the DISTRICT.
2. Proof of Policy must be deposited with the DISTRICT prior to the first scheduled usage of the facility, unless otherwise stated previously.
- I. Sports Park Rules and Regulations:
 1. Groups consisting of two or more individuals wishing to utilize the athletic fields must have an approved facility use permit.
 2. A responsible adult/representative of the authorized/permitted group shall be present during use.
 3. It is the responsibility of the authorized user group or individual to enforce the rules and regulations regarding conduct of the group while on the park premises.
 4. Use will begin no earlier than 8:00 a.m. Monday – Friday, 7:00 a.m. on weekends and holidays. Use will end at dusk on unlighted fields and by 10:00 p.m. on lighted fields.
 5. Permitted use begins and ends at the times stated on the permit including set-up and clean-up.
 6. Parking is allowed in designated areas only. Parking and/or driving unauthorized vehicles on turf areas is strictly prohibited.
 7. Applicant's copy of the use permit must be available during use and presented to any DISTRICT representative upon request.
 8. Alcohol is not permitted without a permit.
 9. Selling food or other items is permitted in DISTRICT concession/snack bar only, unless otherwise approved by DISTRICT. A vendor permit is



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required along with an approved health department certificate and sellers permit.

10. Rancho Jurupa Regional Sports Park is a smoke-free park and smoking is therefore prohibited within the park. Guests wishing to smoke may exit the park gates to do so.
11. No food or beverage, including gum, seeds, nuts, sports drinks or soft drinks is allowed on or around the synthetic turf fields. (Only plain water is allowed.)
12. No pets of any kind.
13. Cooking and/or fires of any kind is prohibited on any places other than in the designated spaces provided.
14. No person shall loiter at or about any toilet facility open to the public.
15. Sound amplification equipment is limited to public address systems, stereo equipment, stationary and portable components. Bullhorns will be permitted upon approval. Special conditions apply for all amplified sound.
16. Balls and any other equipment thrown, kicked, or otherwise land on private property must only be retrieved with the property owner's permission.
17. Portable goals and/or markers are allowed but must be removed daily.
18. All user groups must adhere to all rules & regulations limiting the number of teams per field.
19. The field and adjoining areas affected by the group's use must be picked up and cleared of all trash and debris generated by the group.
20. Only designated DISTRICT staff may adjust or attempt to fix lighting or any other DISTRICT-owned equipment.
21. Groups using athletic fields accept fields in an "as is" state.
22. Wet Field Policy: Groups may not play on fields closed due to wet field conditions.
23. Site guidelines and rules are subject to review, revision and approval by the General Manager as needed to appropriately maintain and operate facility.



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J. Penalties

A systematic method of enforcing DISTRICT policies for the use of athletic fields shall be utilized. The DISTRICT reserves the right to cancel or suspend approved permits for games, practices or other activities based upon user group failure to adhere to the policies and procedures listed herein. The “three strikes” approach will be used to determine penalty.

1. Strike One: Strike one consists of a documented activity in violation of DISTRICT Athletic Field Use Policy, or local, state or federal law.
 - a. Penalty: A letter will be written to the user group president or authorized representative listed on permit documenting the violation. A field report and pictures, if applicable, will be included for reference. The letter will be placed in the groups file.
 - b. Appeal Process: The user group president or authorized representative may file an appeal in writing to the Recreation Coordinator within one week of the documented violation.
2. Strike Two: Strike two occurs after a second documented violation within the same year of Strike One.
 - a. Penalty: A letter will be mailed via certified mail to the user group president or authorized representative listed on the permit notifying them of the violation. A staff member will be assigned to monitor all group use and activity for a minimum of two weeks. The user group will be billed for the cost of the staff monitoring at the approved fee.
 - b. Appeal Process: The user group president or authorized representative may file an appeal in writing to the Recreation Coordinator within one week of the documented violation.
3. Strike Three: Strike Three occurs after the third documented violation within the same year of Strike Two.



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- a. Penalty: Up to and including revocation of the permit for the remainder of the season or a one-year timeframe from the first violation, whichever is greater.
- b. Appeal Process: The user group president or authorized representative may file an appeal in writing to the Recreation Coordinator within one week of the documented violation.

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